



MEMORANDUM: DCD #6 2013-14

To: Academic Administrators
Cc: Kim Richard, Director, Human Resources Service
From: Professor Rick Halpern, Dean and Vice-Principal (Academic)
Date: 18 February 2014
Re: Academic HR Matters

I am writing to remind you of a couple of Academic HR activities that must be addressed at this point in the cycle:

Tenure

Your tenure committees **must** complete their deliberations by the end of March. Completed tenure dossiers should be sent to my Office via Human Resources by **April 1**. Please notify candidates of the committee's recommendation by **April 15**.

Research and Study Leave

The Provost's office is still reviewing requests for Research and Study Leave for 2014-15. We expect to have formal confirmation or approval shortly and you will be updated.

All faculty who were on leave for the first half the 2013-14 academic year must give you a report on their research and scholarship undertaken while on leave. Please ensure a copy of this report is sent to me by March 15th.

Complement and Budget Requests for 2014-15

As we start to plan the budget for 2014-15, we need each of you to send us your requests for the upcoming academic year. Please include the following:

- Replacement/retirement searches, including the name of the person being replaced
- Any searches that were unsuccessful this year or that have been previously approved.
- Any additional (net new) academic positions. Include a detailed description of the position and how it fits into the department's academic plan.

- Staff positions. Include a detailed description of the role of the staff member and the need that will be met by this new position.
- Augmentation to the department operating budgets. Include a detailed description of current need and proposed use of these funds.
- A memorandum regarding part-time appointments was distributed on Friday 14 February (also attached). The information requested should be sent to my office by 28 February.

Salary Increases

Please request updated C.V.s, Annual Activity Reports, and Paid Activities Reports on activities during the 12-month period ending 30 April from all academic staff in preparation for performance reviews and PTR allocation. My office has developed a set of "Best Practices Guidelines" and we strongly recommend you consider adopting them.

These Guidelines are posted on the Dean's Website at

http://www.utsc.utoronto.ca/~vpdean/chairs_manual.html. Updated forms for the Annual Activity Reports will also be posted at the Dean's website shortly.